Find Every Request or Reminder Easily

The CCOF Compliance Report will help you stay organized and keep your operation in compliance. This custom report will give you an immediate understanding of your operation's current state of compliance, from recently-closed major issue action items to pending items that need to be addressed.



Program Level

The Program Level identifies the CCOF program that your Action Item pertains to.



Compliance Level

The Compliance Level describes the severity of the Finding (what is out of compliance). From most to least severe, you might see levels such as Proposed Suspension, Noncompliance, Condition of Certification, or Guidance on

Noncompliance, Condition of Certification, or Guidance on your Compliance Report. Each Compliance Level will have different due dates, requirements, and options.



Instructions

These instructions outline the requirements and options specific to the Compliance Level of your Action Item.



Action Item

The Action Item section includes a description of what we observed about your operation (the Finding), the action you need to take to be in compliance (the Action Item), and the relevant regulatory standard (the Requirement). Each Action Item has a unique number. Refer to it in your response to CCOF.



Updates & Requests

Keep track of items you've submitted to CCOF for review. No more confusion about whether we've received the item.

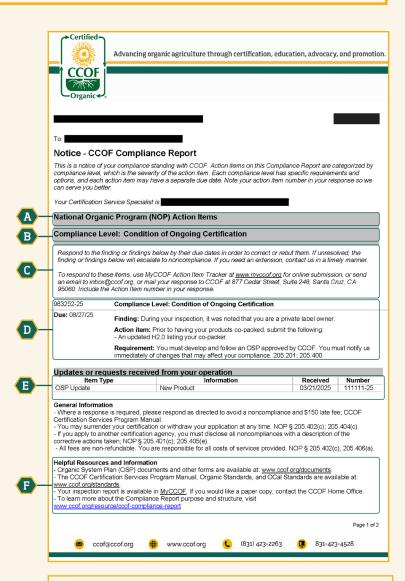


Helpful Resources & Information

This section makes communicating CCOF member benefits and other important certification news easier than ever.



You can generate your Compliance Report at any time in MyCCOF.org and it will include all your outstanding action items!



Find out how to respond in MyCCOF using Action Item Tracker on the next page!

Check out our new MyCCOF Action Item Tracker Video for a helpful walk-through! Using MyCCOF - Action Item Tracker

Step One: Log in to MyCCOF.org and go to the "Action Item Tracker" tab.



My Action Items

Action items from CCOF that require your response or review. Go to **Step 2** below to respond to each item.



My Updates

Items you've submitted to CCOF that are being processed. **You cannot respond here.**



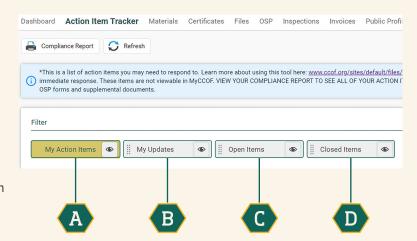
Open Items

View all items connected to your operation, including action items you've responded to. **You cannot respond here.**



Closed Items

View all completed items connected to your operation. **You** cannot respond here.



Step Two: Click an action item to review, respond, and mark complete and ready to send to CCOF.



Add Files

Upload any supporting documents for CCOF to review in response to your action item.



Add Communication

Write a response to CCOF. Press the arrow button to save your communication!



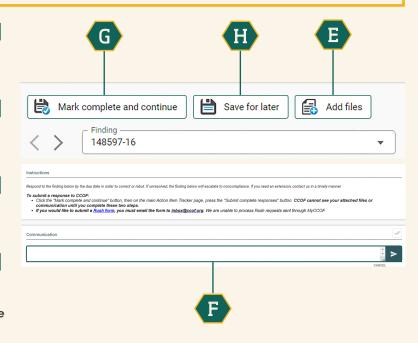
Mark Complete and Continue

Click this button to finalize your response and move to the next item.



Save for Later

If you are not ready to respond, or accidentally marked an item complete, you can click this button to save your response for later. Items marked Save for Later will NOT be sent back to CCOF.



Step Three: Submit your responses to CCOF



Submit Complete Responses

Click this button on the main Tracker page to send your responses to CCOF. Only action items marked complete (blue check mark) will be submitted to CCOF.



